



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Process Land Use Application

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number
UM.2.1.3

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Log receipt and imaging or electronic submission of Land use application/proposal or potential renewal of current land use contract.
1.2 Process Overview	<p>Applications for land and natural resource use are received. Applications may be in response to solicitations by landowners, land promotions, competitive bid opening and/or advertisements. Application packages must include supporting documentation consistent with the draft land use requirements (see UM.1.5 Draft Land use Requirements) and bid deposits.</p> <p>Land use contracts may also be drafted and processed for expiring land use contracts. In cases where granting authority exists to proceed with the advertisement or allocation of these contracts, draft contracts are assembled and processed.</p> <p>Applications are not accepted or processed without complete package proposals for commercial leases and all required supporting documentation included in the package upon submission to the servicing office.</p> <p>An application is reviewed for completeness and accuracy, the contract's effect on Management Unit resources and surrounding properties, tribal laws and statutes, and the economic benefit to the beneficiaries.</p> <p>Applications must be processed 90 days prior to the expiration of the existing land use contract. If no applications are received, an advertisement of available leases is processed.</p> <p>Qualify applications within a 30-day timeframe.</p>
1.3 Stops With	A qualified application. In some cases, bid deposits are received.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES
OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES Develop land and natural resource asset plans and stewardship strategies.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the as-sets.



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Goal/Objective

OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT

Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.

OBJECTIVE 4.4: APPRAISALS

Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement

A beneficiary may provide applicant eligibility criteria. Tribes can determine allocation criteria.

4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA/OST	Agency		Receive application from potential lessee/operator. Ensure that application package is complete and that all required supporting documentation is included. Image or electronically submit application and supporting documents.
OST	Agency or Regional Office		Verify to the agency that the lockbox payment has been received for same day land use contract perfection.



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Organization	Office	Role	Contribution
Consortium	Service Provider		Receive application from potential lessee/operator. Ensure that application package is complete and that all required supporting documentation is included. Image or electronically submit application and supporting documents. Qualify lessee/ operator by reviewing credit references and operator history reports. Investigate all aspects of the use agreement. Provide investigative findings in a recommendation report.
Compacted or Contracted Tribe	Program Office		Perform all DOI functions except those considered inherently federal.

4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
None	

5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Receive application for planned LNR use	Application includes checklist requirements to be fulfilled by the potential permittee/lessee/operator including supporting documents required to qualify the application.	Always



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6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Application/proposal	Includes Land identifier, eligibility status
Qualification Checklist	Supporting documentation required to complete the application package and may include articles of incorporation, powers of attorney, signing authority, references, business license, operators license, eligibility documents (CIB, census number).
Land Improvement Plan	Details potential lessee plans for improvement or development of Land.
Expiring land use contract list	A list is periodically generated to show what leases and permits are expiring.
Conservation plan	Details necessary use requirements that may need to be included in the terms and conditions of the Land use agreement.
Operator history listing	Listing of individuals/entities that are undesirable operators. (Indebtedness, failure to comply with contractual obligations during previous use agreements.)
Bid Proposal Package	Includes bid form, bid deposit received within the specified time period.
Appraisal/Valuation	Determines fair market rental value. Lease value will be included within the final application package.

6.2 Outputs

Output	Description
Qualified Application Package	Includes qualified application all required documentation to support the proposed land use



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7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See attached Schedule 1		

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Tribal Preferences	External Control	
IAMs	Internal Control	Detailed instruction on interagency procedures.
Handbooks and Manuals	Internal Control	

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
KIOSK/Internet	System should allow for electronic submission of applications either by KIOSK usage at the Integrated Servicing Office or application submission via internet.
Realty system with Imaging Module	System should allow for electronic generation of permits for immediate issuance of the Land use permit including standard terms and conditions of the permit upon receipt of the permit fee. System should allow for electronic access to operator history records at a minimum within the region and ideally Indian Country wide. System should allow for electronic access to appraisal information. System should also allow for electronic imaging of hard copy applications along with any supporting documents attached as a whole package.



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9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
B.6.2.3	Beneficiary Involvement for Land and NR Use and Management	Provide information and/or documentation gathered during discussions with the beneficiary.
P.1.4	Transmit Determination	Site-specific appraisal is used to determine fair market value for new land use contract proposals.
UM.2.1.2	Prepare Pre-Contract Receipt Encoding	Encoding of receipt information is completed and provided to the contractor/operator for remittance of payment to the designated lock box.
UM.4.3	Assess Management Unit Use	Owners use monitoring may generate a need to start a land use application to compensate other owners of an allotted land if the land is used by one of the undivided owners.

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
UM.2.2	Award Tribal Enterprise	Includes the award to a tribal enterprise as well as the development of draft terms and conditions to be included in the land use contract.
UM.2.3	Perform Tribal Allocation	Includes the conduction of tribal allocation as well as the development of draft terms and conditions to be included in the land use contract
UM.2.4.	Conduct Bidding	Includes the conduction of bidding as well as the development of draft terms and conditions to be included in the land use contract
UM.2.5	Negotiate Land Use Contract	Includes the conduction of negotiation as well as the development of draft terms and conditions to be included in the land use contract



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Process No.	Name	Condition of Relationship
P.1.1	Determine Appropriate Value	In cases where general appraisal provided in the Wide-Area planning process cannot be used for new land use contract proposals, a request will be initiated for a site-specific appraisal.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Recommendation	Review all land use application checklists and ensure that only relevant requirements are included. Revising policies and procedures to avoid the blanket use of checklists is necessary.